



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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July 1, 2015

TO: Superintendents, Local Education Agencies
Directors, Exceptional Children Programs
Lead Administrators, Charter Schools

FROM: Tracy S. Weeks, Chief Academic and Digital Learning Officer
Academic and Digital Learning

William J. Hussey, Director
Exceptional Children Division

RE: **Developmental Day Center Application for Funds – FY 2015-2016 State Funds
Program Report Code (PRC) 063 Funds, Ages 3 through 21**

Developmental Day Center (DDC) funds are made available through the State Board of Education to assist in providing special education and related services to **eligible children with disabilities who are placed by local education agencies (LEAs) in approved DDCs**. Allocations to LEAs are based on the **availability of state funds** for this program. LEAs may use other state and federal funds for contracting these services when DDC funds are not available.

Application forms and reference materials are located at the Exceptional Children Division's website under the Finance and Grants tab:

<http://ec.ncpublicschools.gov/finance-grants/applications/developmental-day-center-program>

The organization of the application, reference materials, instructions and forms has changed. Each item is listed as a separate document on the Exceptional Children Division webpage, under the Finance and Grants tab, as a means to quickly locate items needed. Reference materials and instructions are grouped together, creating a reference manual for guidance with completing a DDCF application and when submitting updates throughout the year. An *Important Dates At a Glance* has been added to assist with noting specific due dates. Additionally, DDCF forms to be completed are listed individually for quick access. Do **not** use example forms or past school year application forms when applying for funds or submitting changes.

All services should be negotiated locally and included in the contract between the LEA and DDC. A Sample Contract is provided as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted DDC. NOTE: LEAs that have classrooms or centers that are certified as DDCs do not need to create a contract, but will still need to complete the DDCF-1, *Application for DDC Funds* and the DDCF-2, *Developmental Day Center Roster/Withdrawal Form*.

EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | bill.hussey@dpi.nc.gov

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Submit the DDC application before September 15, 2015, to Lori Peterson, Special Projects Consultant, Exceptional Children Division, Department of Public Instruction, 6356 Mail Service Center, Raleigh, North Carolina 27699-6356. Requests are processed on a first-come, first-served basis. Allocations to LEAs are based on the availability of funds for this program.

For further information, contact Lori Peterson at (919) 807-3932 or lori.peterson@dpi.nc.gov.

TSW/WJH/TAR/ljp

cc: Philip Price
Alexis Schauss
Finance Officers